



THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote

Our Ref: **WP/CPSB/ADVERT/AUDIT/5/24**

P.O. BOX 577 - 30600

KAPENGURIA.

COUNTY PUBLIC SERVICE BOARD

23rd May, 2024.

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Pursuant to section 155 (5) of the Public Finance Management Act ,2012 and Section 167 of the Public Finance Management Regulations 2015 (County Government) and the Audit Committee Guidelines issued by The National Treasury vide gazette Notice Vol .CXVIII-No.40 dated 15th April ,2016.County Government of West Pokot is seeking to recruit open –minded, self –driven and results-oriented individuals in the following positions ;requirements, functions and terms are as follows

CHAIRPERSON-WEST POKOT COUNTY AUDIT COMMITTEE (1 POST)

Requirements for Appointment:-

To serve as Chairperson of the AUDIT committee, the applicant must meet the following minimum qualification:

- Be Kenyan citizen;
- Bachelor's degree in any of the following: -Accounting, Auditing, Risk Management, Finance, Economics, Commerce, Business Administration (Accounting option) from a university recognized in Kenya.
- A master's Degree will be an added advantage;
- Professional qualifications relevant to their field and;
- Be a registered member of ICPA(K)and in good standing ;At least ten(10) years professional experience at senior management level in the wider public service or private sector;
- Have a thorough understanding of the relevant legislations, best practices and emerging issues in Accounting ,Auditing, Risk Management ,Finance,Economics,Business Administration,Procument,Law and other related fields;
- Have a good understanding of the County Government operations and financial management reporting and auditing;
- Be knowledgeable of the Government affairs with requisite business and leadership skills;

- Meet the requirements of chapter six of the Kenyan Constitution 2010;
- Shall NOT be a political office holder; and
- Shall NOT be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with West Pokot County in the last two years.

MEMBER-WEST POKOT AUDIT COMMITTEE (3 POSTS)

Requirements for Appointment:-

To serve Members of the Audit Committee, the applicant must meet the following minimum qualifications:

- Be a Kenyan citizen;
- Possess at least an undergraduate, degree from a recognized university in any of the following fields: Finance, Procurement, Engineering, Law, Business Administration and any other relevant fields;
- Be a registered member of a relevant professional body and in good standing;
- Progressive work experience of not less than five (5) years with at least three (3) years experience at managerial level;
- Have a good understanding of the county government's operations, financial reporting and auditing;
- Have a good understanding of the objects, principles and functions of a devolved system of government;
- Possess the requisite business, leadership skills and strong interpersonal skills;
- Be a person of integrity and in compliance to the Chapter Six of the Constitution of Kenya 2010;
- Shall NOT be a political office holder; and
- Shall NOT be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with West Pokot County in the last two years.

Duties and Responsibilities:-

The major roles of the Committee shall be to:

- Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management;
- Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process;
- Monitor the effectiveness of the County's performance information and compliance with the performance management framework and performance reporting require;
- Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting;

- Engage with external audits and assess the adequacy of management response to issues identified by audits;
- Review the effectiveness of how the County monitors compliance with relevant legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior;
- Follow up on the implementation of the recommendations of internal and external auditors;
- Facilitate the disposal of all Public Accounts Committee/Public Investment Committee recommendations;
- The Chairperson's role will be to provide overall leadership to the Committee on the roles listed above.

TERMS OF SERVICE

- Members of the Audit Committee shall serve on a Part –Time Basis for a period of three years and shall be eligible for re-appointment for a further for a further one term only, subject to performance ;and
- Despite the provision of (a) above, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment.

OTHER REQUIREMENTS

Shortlisted candidates will be expected to present the following clearance Certificates to fulfill the requirements of Chapter Six of the Constitution of Kenya 2010 and the Leadership and Integrity Act:

- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance Certificate from Higher Education Loans Board.
- Clearance from the Ethics and Anti-Corruption Commission.
- Certificate of Good Conduct from the Directorate of Criminal Investigations.
- Clearance from an approved Credit Reference Bureau.

Interested persons who meet the above minimum criteria are requested to submit applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide details of current employer,contants of three (3)referees familiar with the applicant's professional and work record.

Applications to be sent through post or hand delivered to the following address: -

Secretary/CEO

West Pokot County Public Service Board

P.O Box 577 – 30600

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Applications should be received on or before 12th June, 2024 at 5.00 pm. Canvassing in any manner shall lead to automatic disqualification.

Only Shortlisted candidates will be contacted .The County Government of West Pokot is an equal opportunity employers and all qualified Kenyans including persons living with disability, women, youth and the marginalized communities are encouraged to apply.